



AIR NATIONAL GUARD MILITARY VACANCY ANNOUNCEMENT

THE HIRING DIRECTORATE, NGB/CF, ANGRC/CC & NGB/HR RESERVE THE RIGHT TO REMOVE THIS ADVERTISEMENT AT ANYTIME.

THANK YOU FOR YOUR INTEREST IN VIEWING THIS MILITARY VACANCY ANNOUNCEMENT. PLEASE READ EACH SECTION CAREFULLY. ENSURE YOUR ARE IN FULL COMPLIANCE BEFORE THE CLOSEOUT DATE LISTED BELOW.

WE HIGHLY RECOMMEND YOU SUBMIT YOUR PACKAGE AS EARLY AS POSSIBLE, IF POSSIBLE, DO NOT WAIT UNTIL THE CLOSE OUT DATE TO SUBMIT** APPLICATION PACKAGES WILL NOT BE ACCEPTED AFTER THE CLOSEOUT DATE LISTED.

DUE TO THE HIGH VOLUME OF APPLICATION PACKAGES, PACKAGES RECEIVED WITHIN 4 DUTY DAYS OF THE CLOSEOUT DATE WILL BE REVIEWED FOR QUALIFICATION/ DISQUALIFICATION. WE WILL NOT BE ABLE TO ASSIST YOU WITH COMPLETING YOUR APPLICATION. BY COB OF THE CLOSE OUT, PACKAGES MISSING REQUIREMENTS OR DOCUMENTATION CLARIFYING QUALIFICATION WILL BE DISQUALIFIED. QUESTIONS PERTAINING TO APPLICATIONS REQUIREMENTS SHOULD BE REFERRED TO NGB/HR. ONLY NGB/HR WILL DETERMINE QUALIFICATION/DISQUALIFICATION.

<u>ANNOUNCEMENT NUMBER:</u>	MVA 2015-002
<u>OPEN PERIOD:</u>	9 January 2015 thru 2359 EST, 9 February 2015
<u>HIRING DIRECTORATE:</u>	NGB/SE
<u>POSITION TITLE:</u>	Administration Manager
<u>AFSC REQUIREMENT:</u>	3A171, 3D071 (PAFSC, 2AFSC, 3AFSC, 4AFSC)
<u>RANK/GRADE REQUIREMENT:</u>	TSgt/E6 (Promotable) - MSgt/E7
<u>POSITION INFORMATION:</u>	Full Time, Title 10, Statutory Tour
<u>TOUR LENGTH:</u>	2 - 4 Years
<u>AGENCY:</u>	National Guard Bureau
<u>DUTY LOCATION:</u>	Joint Base Andrews, MD
<u>WHO MAY APPLY:</u>	Qualified ANG members only

1. Requirements

Must hold Rank/Grade and AFSC requirement by this announcement closeout date.

Must have a Secret Security Clearance

(Note: All security clearances must be reflected on VMPF RIP. Date of Investigation must be within the past 10 years for Secret and with the last 5 years for Top Secret. If your security clearance is expired on your VMPF, please submit an MFR from your security manager indicating that the reinvestigation has been initiated. DO NOT Submit a JPAS print out.)

2. Position Description

This position functions under the direct supervision of the Director of Safety (Colonel) and in close coordination with the Chief of Flight Safety (Lieutenant Colonel), the Chief of Ground Safety (Chief Master Sergeant), and the Chief of Weapons/Explosives Safety

Position provides information management functions and other related requirements for the Safety Office. In general, shares responsibilities and controls resources for the overall management of the entire ANG Safety function. Works with senior level staff officers in the field, at NGB, AF and DOD to answer various safety related questions not limited to but including Bureau Directed Travel (BDT), Accident/Safety Investigation Boards (AIB/SIB) and other various request. Responsible for a budget of over 1.4 Million in contract support of various safety programs.

Incumbent should possess an in-depth knowledge of USAF and ANG policies, procedures and format utilizing computers, software and networks to prepare, transmit, safeguard and store correspondence, financial records, performance reports, and decorations. Should be knowledgeable in record maintenance and disposition procedures for maintaining files. Member should also be able to provide guidance in developing safety publications and supplements. Position desires incumbent to be able to maintain confidentiality of sensitive Privacy Act information.

Performs information management support for all members of the ANG Safety Office including the preparation of a variety of correspondence, forms, letters, and travel orders assuring the proper format, spelling, grammar and punctuation in the final version. Initiates, composes and maintains files for correspondence and various other programs. Operates standard and unique office equipment and programs. Schedules daily and monthly office activities. Personally takes care of many matters include answering substantive questions not requiring technical safety knowledge, such as status of reports, suspense dates for matters requiring compliance, and similar information readily available from the files. Uses discretion to avoid disclosure of sensitive and classified information. Processes incoming mail to include classified material and establishes internal procedures for receiving, suspending, and redistributing incoming communications. Ensures outgoing communications comply with NGB/CF organizational style and format. Accepts items to handle personally and distributes the remainder to branch chiefs. Client Support Administrator for desktop and workgroup applications. Management and development of web pages, basic hardware/software installation, configuration management, and first-level initial problem resolution. Responsible for maintaining and reconciling division's travel budget as the Cost Center Manager. Serves as program administrator the Defense Travel System (DTS) to meet specific travel requirements. Ensures proper military and commercial air travel arrangements comply with Joint Travel Regulations (JTRs) and cost effective to the government. Is the focal point for all Defense Travel System questions or concerns with inputting, processing travel authorizations, vouchers, and local vouchers. As the Organizational Defense Travel Administrator ensure members are in the appropriate hierarchic within the organization. Knowledgeable and efficient use of the Defense Civilian Pay System (DCPS) is highly desirable. This position is responsible for civilian time and attendance accountability.

Monitors the leave program for military members. Maintains liaison with unit orderly room, personnel and field units concerning information management matters. Reviews and interprets information management publications and directives. Provides guidance for developing forms and publications.

Responsible for initiating financial documents and contracts using the Automated Business Services System (ABSS). Enters request for purchase (form 9's); military interdepartmental purchase request (form 448's); government purchase card fund cite authorization (form 4009), and makes changes/updates for additional funding. Processes and tracks electronic staff action tasks using NGB Task Management Tool (TMT). As the focal point for all tasking's to the directorate, ensures that they are sent to the appropriate office and completed in a timely manner. Responsible for maintaining an economical and effective equipment area to adequately support all personnel and mission requirements in ANG/SE. Manages an Automated Data Processing Equipment (ADPE) account. Insures that all accountable computer equipment is inventoried and replaced according to AF life cycle management guidance. Coordinates ordering of new equipment and maintains a tracking system of all items. When members PCS add/remove members for the originations hierarchic. Individual should be knowledgeable with Microsoft Office Professional, MICT, SharePoint and Social Networking.

Performs other duties as determined by the Director of Safety or Director, Air National Guard.

3. Application Reminders

If you are currently assigned to a Special Duty Identifier (SDI) as outlined in the Air Force Enlisted Classification Directory (AFECD) it is your responsibility to submit an approved conditional release memorandum with your application from your Functional Area Manager (FAM) stating you have fulfilled all obligations and will be released if selected for the position you are applying for. Failure to submit conditional release before listed closeout will result in disqualification from this announcement.

Promotion Opportunity: If this Military Vacancy Announcement is a promotion opportunity and you are currently assigned to a Special Duty Identifier (SDI), you must meet the promotion requirements as outlined in ANGI 36-2502.

If you are currently assigned to a Reporting Identifiers (RI), it is your responsibility to submit an approved conditional release letter with your application from your Commander/Director.

Applicants who are in a higher grade than the grade for this advertisement must provide a statement of understanding with your application stating you are willing to be voluntarily demoted without prejudice if selected for this position, IAW ANGI 36-2503, Paragraph 3.8. If selected for this vacancy, voluntary demotion action must take place prior to being assessed to the Statutory Tour Program.

Pen/ink changes to any source document, i.e. Report on Individual Personnel (RIP), Evaluations could result in disapproval.

It is your responsibility to ensure your vMPF Personnel RIP is in order prior to application submittal. This includes but not limited to, verifying Duty History, AFSC, Service Dates and ensuring overdue TDY codes are cleared.

4. About Statutory Tours

This is a fully funded Permanent Change of Station (PCS). Visit DFAS website for most current Basic Allowance Housing (BAH) & Basic Allowance Substance (BAS) rates for the duty location listed on this announcement.

All Members assigned to the Statutory Tour program will remain affiliated their State/Territory while serving on Statutory Tour.

All field members to include AGR, Technicians & Drill Status Guardsmen must obtain State TAG approval with application submittal. Members currently assigned to the Statutory Tour program must obtain current Director approval.

Statutory Tour members may be eligible for the Post 9/11 GI Bill if they serve on active duty Title 10 and/or Title 32 502(f) AGR for 90 days or more, after 11 September 2001. Their eligibility percentage starts at 40% for 90 days to 5 months. It increases 10% every 6 months, maxing out at 100%.

Statutory Tour service time does not count toward Reduced Eligibility Age for Reserve Retirement Pay.

Further information regarding the Statutory Tour Program can be found in ANGI 36-6.

Application packages will be reviewed to ensure qualifications are met. Packages are reviewed within 4 duty days of receipt. You may visit <https://airguard.ang.af.mil/om/vacancy/> for a status update. Do not call for a status update within the four (4) duty day period.

IMPORTANT NOTE:

Based on the volume of applicants, packages received within 4 duty days of the closeout date listed on the announcement will be reviewed for qualification / disqualification only. Any missing requirements will result in disqualification. Submittals of any missing requirements after the closeout will NOT be accepted. We highly encourage you to submit packages as early as possible. If you have any questions pertaining to your package refer to Section 6, FAQs, on the application procedures. If your question is not answered by the FAQs contact our office for clarification. Review your application and the requirements thoroughly before submitting.

TO APPLY FOR THIS VANCANCY, SELECT THE LINK BELOW AND FOLLOW APPLICATION PROCEDURES

<http://www.ang.af.mil/careers/mva/procedures.asp>